



CIVILIAN HUMAN RESOURCES AGENCY SOUTH CENTRAL REGION CIVILIAN PERSONNEL EMPLOYEE BULLETIN OCTOBER 2011

AF LINK:

<http://www.bragg.army.mil/Organizations/Tenant-Units/Civilian-Personnel-Advisory/Home.aspx>

NAF LINK:

http://www.bragg.army.mil/Organizations/Tenant-Units/Civilian-Personnel-Advisory/NAF/AF_home.aspx

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Civilian Personnel Advisory Center
Fort Bragg, NC 28310
Director (Acting), Emily G. Morgan

Fort Bragg Annual Health Fair



Date: November 08, 2011

Time: 9:00 a.m. to 3:00 p.m.

Location: Fort Bragg Club

Open to all Civilian employees, NAF employees, Retired Civilians, and fellow government employees.

Federal Benefits Open Season



**14 November 2011
through
12 December 2011**

This is the time of year to ensure that you have the right health, dental, or vision insurance coverage for you and your family. It's good practice to annually review your Federal Employees Health Benefits (FEHB), Federal Employees Dental and Vision Insurance Program (FEDVIP), and Flexible Spending Accounts (FSA).

For more information concerning open season, please visit:
<http://www.opm.gov/insure/openseason/index.asp>

Verification of Military Retiree' s Service:
"Non-Wartime Campaigns or Expeditions"



The SF 813 form should be used to request verification of a retiree's military service performed in non-wartime campaigns or expeditions for which a badge or medal was authorized to receive credit for such service for leave accrual rate and, if applicable, reduction-in-force purposes. It is the retired member's responsibility to provide the names of the non-wartime campaign or expeditions for which credit is requested and date of participation.

Complete all blocks and items marked 1 through 9 and send to the appropriate branch of service. In block 9 provide the following address: Civilian Personnel Advisory Center, Civilian Human Resources Agency, Attention: PECP-SCR-N, 2175 Reilly Road, Stop A, Fort Bragg, NC 28310-5000. The form and instructions can be found at: <http://www.opm.gov/forms/pdfimage/sf813.pdf>. If a follow-up request is necessary, reproduce a copy of the original request and clearly mark the top of the SF 813 "Follow-Up."

Upon receipt of the completed SF 813, the Civilian Personnel Advisory Center will provide you the original copy and forward a copy to the processing cell in Huntsville, AL to adjust your service computation date for leave accrual. The appropriate branch will verify only claimed and unverified non-wartime campaigns or expedition service. Once the processing cell completes the adjustment to your service computation date for leave accrual you may or may not see a change indicated on your Leave and Earnings Statement. If the time accrued is equal to three (3) years you will see an adjustment to your leave accrual from three (3) hours to six (6) hours. If the adjustment is equivalent to fifteen (15) years you will see your leave accrual change to eight (8) hours. If you need assistance or have questions about the forms you may contact your servicing specialist at the Civilian Personnel Advisory Center.

Department of Defense- Civilian Retiree Card

Since many retired Department of Defense (DOD) civilians have no way of identifying their association with the DOD, the Civilian Retiree Card provides them with a trusted credential to establish their identity and affiliation. Some, but not all, military installations allow retired civilians access to Morale and Warfare Recreational (MWR) facilities with proper identification.

Who is eligible? Civilians who have retired from any DOD Service Component or Agency. Civilian retirees from other Federal agencies are not eligible. Once your DOD retirement pay has began you should visit www.dmdc.osd.mil/rsl/owa/home for assistance.

You will need two forms of identification (ID) from the OMB I-9 document list. One must be a federal or state issued picture ID. Visit www.formi9.com for more information. Also, bring proof of pay grade at retirement. Cards are renewable every four years.



This is an optional card that can be issued for civilian retirees that use base MWR facilities. The installation commander retains the authority to restrict access to MWR facilities for reasons such as local demand, facility capacity, and security concerns.

If your retirement record does not show in Defense Enrollment Eligibility Reporting System you may contact the Civilian Benefits Information Line by email at benefits@cpms.osd.mil or by phone at (703) 696-6301.

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I am an Army Civilian - a member of the Army Team.

I am dedicated to our Army, our Soldiers

And Civilians. I will always support the mission.

I provide stability and continuity during war and peace.

I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army.

I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.

I am an Army Civilian.



Common Access Card:

“Enabling of Employee Benefits Information System”

Effective October 01, 2011, the Army Benefits Center-Civilian, Employee Benefits Information System (EBIS) will be accessible only by Common Access Card (CAC). This change is mandated in order to comply with Department of Defense (DOD) and Army policy. The safety and security of our customers is priority one.

EBIS will only be accessible from a computer with an installed and operational CAC reader. Most, if not all, DOD computers are already configured this way.

This will affect users who access EBIS from their home computers. Home users may still access EBIS if they have installed and configured a CAC reader on their home computers.

Additionally, benefit transactions can still be made through our Interactive Voice Response System (IVRS) which is our automated self-service program you can access from a touch-tone telephone system. IVRS is available 24 hours a day. The toll-free number is 1-877-ARMYCTR (1-877-276-9287).



COMING SOON!

“e–OPF”—What is it?

The Official Personnel Folder (OPF) is a file containing records that cover a civilian federal employee's employment history. The Office of Personnel Management (OPM) and the agency human resources (HR) offices use these documents to make decisions about employees' rights, benefits and entitlements throughout their careers.

The e-OPF is an electronic version of the paper OPF, providing Web-enabled access for federal employees and HR staff to view e-OPF documents. Agencies also may provide e-OPF access to special investigators, helping to speed the investigation process and save agency resources.

All e-OPFs are organized and stored in accordance with the Guide to Personnel Recordkeeping. The Guide is available for viewing at <http://www.opm.gov/feddata/persdoc.asp>. The e-OPF provides a standard electronic solution to replace the paper storage of the OPF.

The e-OPF is stored electronically in a secure central repository, with role-based security for access to the records. The e-OPF incorporates an audit trail for all user activity. Agency HR and payroll systems provide an automated interface with e-OPF, and agencies use the automated business processes to support HR review and approval efforts without paper. The e-OPF includes the ability for simultaneous viewing of documents from different locations allowing an employee and HR specialist to access the records at the same time. The e-OPF allows HR resources to focus on strategic value added services rather than the daily filing activities required for paper documents.

Paper records are subject to damage or destruction by fire or water. The e-OPF electronic records are regularly backed up, and the e-OPF provides disaster recovery to assure continuity of operations in any situation.

Implementation of the e-OPF solution is divided into four phases: Assessment, Conversion, Deployment and Production. At any given time, there are multiple agencies performing tasks within each phase of e-OPF thus providing agencies with the opportunity to collaborate with, and learn from similar experiences of their agency peers. Innovative technology solutions, leadership and the development of best practices have guided the e-OPF program.



DFAS—Center:

“Turn Off of Hard Copy Leave and Earnings Statements”

Effective September 30, 2011, the Defense Finance Accounting Service - Center (DFAS) will turn off hard copy mailings of Leave and Earnings Statements (LES) to all non-bargaining unit civilians and all military members. The change will take effect with the pay period ending October 8, 2011.

Mandatory turn off of hardcopy LES is not applicable to Non-Appropriated Funds at this time. The reduction of mailed copies will improve the security and privacy of employees' financial and personal data. Advantages for the Army include improved customer service and security, as well as a reduction of thousands of W2s and LESs being returned to the payroll office due to incorrect mailing addresses thus resulting in the potential savings of up to \$1.3 million a year.

In the event the electronic standard causes a hardship, individuals will retain the ability to turn on hard copy LES delivery by using My-Pay.

As of August, about 539,000 Department of Defense civilian employees had decided to receive electronic statements voluntarily, saving more than \$6.3 million annually.

